

## SOUTHWEST DECISION SCIENCES INSTITUTE INSTRUCTIONS FOR PREPARING PROCEEDINGS

### FORMAT INSTRUCTIONS:

Please follow these format instructions carefully. All papers must be submitted via email to me at [jwei@uwf.edu](mailto:jwei@uwf.edu) and [swdsi2013@yahoo.com](mailto:swdsi2013@yahoo.com) and cannot be more than 2 MB in size. Your paper must be submitted in pdf format in order for it to be published in the *Proceedings*. It is recommended that you print your paper to carefully proof it to ensure compliance with the format instructions before creating a pdf file. Papers that deviate from these instructions may not be published at the discretion of the Proceedings Editor.

By submission of a paper for the *Proceedings*, an author certifies the intention to register for and attend the SWDSI Annual Meeting to make the presentation. Registration can be done online at <http://www.fbdonline.org>.

### Length

As mentioned above, the pdf file submitted for the *Proceedings* cannot be greater than 2 MB in size and cannot exceed 9 pages. Note that figures, particularly bitmap figures, are a major contributor to file size. There is a charge of \$50 per page for papers that exceed the page limitation. This extra-page fee must be paid no later than 10 January or the paper will not appear in the *Proceedings*. Send payment for the extra-page fee to VP- Finance Dr. Mark McMurtrey at the following address:

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### Language

The pdf file may contain traditional English or Greek characters. It should NOT contain any other language characters, such as Korean or Chinese (these two languages are mentioned because they have caused problems in the past).

### Copyright

Do not submit any paper for the *Proceedings* which already is copyrighted and thus which would violate copyright restrictions. Authors assume full responsibility for what is submitted.

## **Margins, Font, and Spacing**

Set the margins for all sides (top, bottom, left and right) at one inch (1"). It is recommended that Times New Roman, 12 point font is used. Technical software programs that print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size, are acceptable. Use boldface type for the paper title and all headings.

All paragraphs should begin flush left; do not use paragraph indent. Use full justification for the text (i.e., align text to both the left and right margins). Single-space the body of the paper. Double-space between paragraphs and before and after all headings. Triple-space after the last author's contact information, before beginning the abstract section of the paper.

## **Paper Title**

The paper title should be in bold type, all capital letters, single-spaced, and centered across the top of the first page.

## **Authors**

The author(s), affiliation(s), complete address(es), telephone number(s), and e-mail address(es) should be single-spaced and centered beginning on the second line below the title. Use one blank line to separate information for multiple authors. Do not use titles such as Dr., Professor, etc.

## **Headings**

All headings should be in bold type. First-level headings should be centered and in all capital letters. Second-level subheadings should be set flush left with initial capital letter. Please do not use headings other than these two types. One blank line should separate headings from the text.

## **Abstract**

Introduce the paper with an abstract of approximately 100 to 150 words. Use a first-level heading **ABSTRACT** [which is centered and in all capital letters]. The text of the abstract should be single-spaced.

## **Body of Paper**

Follow the abstract with a first-level heading that introduces the body of the paper. As mentioned above, single-space the body of the paper; all paragraphs should begin flush left.

## **Citing References**

References should be cited in the body of the paper by using the following styles, as appropriate: Name (year) or (Name, year).

## **Figures and Tables**

Figures and tables should be placed as close as possible to where they are mentioned. Each figure/table and its caption (i.e., figure/table number and title) should be centered between the margins with one blank line before and after the caption. An example is shown below. All figures and tables are to be done in a professional manner. If symbols are used, please make sure that they are still in correct form in the pdf file. Feel free to include figures, graphs, and pictures as long as the total size of the pdf file does not exceed the specified limitation.

Table 1: Some proceedings format guidelines

Length	cannot exceed 9 pages
Margins	one inch (1") for top, bottom, left and right
Font	Times New Roman, 12 point font
Spacing	paragraphs begin flush left (do not use paragraph indent); use full justification for the text
Paper Title	bold type, all capital letters, single-spaced, and centered across the top of the first page
Headings	bold type for all headings; first-level headings are centered and in all capital letters; second-level subheadings are flush left with initial capital letter
Body of Paper	single-spaced

### Footnotes

The use of footnotes is discouraged.

### Equations

All equations should be placed on separate lines and numbered consecutively, with the equation numbers placed within parentheses and aligned to the right margin.

$$Y = \beta_0 + \beta_1 X_1 + \beta_2 X_2 + \beta_3 X_3 \quad (1)$$

### Appendices

Appendices should follow the body of the paper and precede the references. Use a first-level heading **APPENDIX** [which is centered and in all capital letters]. If there is more than one appendix, number each one consecutively.

### References

The references should be listed in alphabetical order at the end of the paper. Use one blank line to separate references. Some examples are shown below. Only references cited in the paper should be included. It is preferable that papers contain a list of references. If this is not possible due to page limitation, the phrase "References are available upon request from [author's name]." should be used.

Name, Initials. (year) Title of Article. *Journal Name*, Volume (Issue), pages.

Name, Initials, and Name, Initials. (year) Title of Article. *Journal Name*, Volume (Issue), pages.

Name, Initials. (year) *Title of Book*. City, State: Publisher.

**Page Numbers**

Page numbers should be centered at the bottom of each page using the following style: - # -. The first page number is your submission number times ten plus one. For example, if your submission number is 17, the page numbers are 171, 172, 173, etc.

**Questions**

If you have questions about these proceedings instructions, contact the Proceedings Editor, Robert Luo at [Luo@mgt.unm.edu](mailto:Luo@mgt.unm.edu) or June Wei at [jwei@uwf.edu](mailto:jwei@uwf.edu).